

APRIL 28<sup>TH</sup> 2015

# SOLICITATION

**Reference: Gardening Services for a Location in Bogenhausen**

The American Consulate General in Munich is soliciting quotes for **Gardening Services for a Location in Bogenhausen**. The award will be made in accordance with US Government Regulations.

Qualified contractors should contact the Consulate in writing, referencing the above subject at the address listed below **no later than May 20th, 2015**.

**Amerikanisches Generalkonsulat**

**ATTN: Procurement**

**Königinstraße 5**

**80539 München**

**Telefax: (089) 283047**

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*Scope of Work for  
Gardening Services  
at the Opitzstrasse 8, Munich*

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***Scope of Work for  
Gardening Services  
at the Opitzstrasse 8, Munich***

**General:**

- The Contractor will be responsible to maintain a neat and clean appearance of the entire garden compound.
- The Contractor will perform the following services depending on season and as directed by the COR.
  
- All equipment, materials, tools and machinery necessary to perform services will be provided by the Contractor.
- The Contractor must provide a weekly performance/work sheet to GSO indicating times and types of services performed during the week.

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**I. Gardening Services – Opitzstrasse 8, Munich**

<b>General Regular Services</b>	<b>Period</b>	<b>frequency</b>
1. Mow lawn and remove debris approx. 960 sqm Note: always on Mondays unless otherwise directed by the COR approx. 22 x per year	Apr - Oct	bi-weekly
2. Weed flower beds and flower boxes Note: always on Mondays unless otherwise directed by the COR approx. 35 x per year	Mar – Oct	every Monday
3. Remove dead flowers and leaves from Flower beds Note: always on Mondays unless otherwise directed by the COR approx. 35 x per year	Mar - Oct	every Monday
4. Fertilize flowers and plants. approx. 3 x per year	Apr - Sep 1st and 2nd day each month	bi-monthly
5. Fertilize lawn area 2 x per year	2nd week in April and September	
6. Trim and cut lawn edges along all walkways and patios approx. 8 x per year	Mar - Oct 1st Mon each month	monthly
7. Trim bushes and hedges and remove debris 2 x per year	1st week in February and in October	
8. Apply mulch (Rindenmulch) in all flower beds and non- lawn areas under/around bushes and trees 2 x per year	1st week in April and in September	
9. Scarify and Aerate lawn areas and remove moss with machine. 2 x per year	2nd week in April and September	
10. Provide skilled gardener for planting services, trimming of roses and bushes and maintaining of planters as directed by COR approx. 220 hours		
11. Delivery of plants, small bushes and garden supplies as directed by COR max. Euro 2,000.00		

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The contractor will maintain log sheets indicating all work performed each day. Copies of log sheets must be provided to the COR each week on Fridays before 16:00

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**Evaluation of quotations:**

**Award will be made to the contractor being technically acceptable and offering the lowest price, and fulfilling all security clearance checks.**